Data Coordinators' Conference Georgetown, TX September 6, 2017

### GRANT ME PATIENCE

### Overview

- TJJD County Grants
- Categories & Definitions
- Budgets & Expenditures (using GM)
- Reports & Reporting Requirements
- Good-to-know

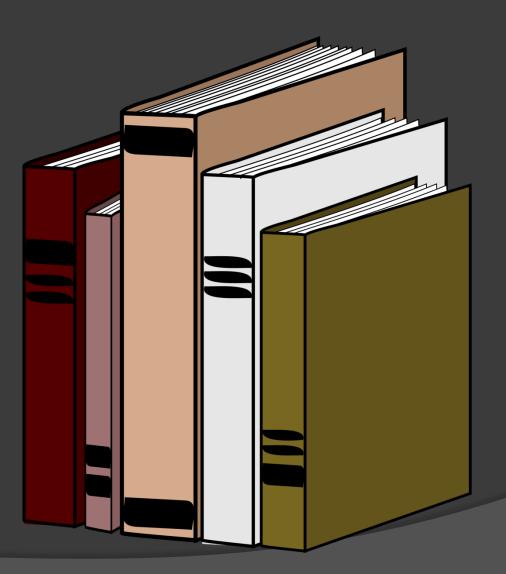


- These grants are awarded "upfront" and expenditure reporting is required in Grant Manager
  - State Aid (A)
  - Border Children's Justice Project (B)
  - Harris County Leadership Academy (D)
  - Special Needs Diversionary Program (SNDP (M))
  - Regional Diversion Alternatives (R)\*
  - Prevention & Intervention (S)
  - Prevention & Intervention: Truancy (T)
  - Juvenile Justice Alternative Education Program: Discretionary (JJAEP (W))

- These "grants" are reimbursement programs; expenditure reporting is done prior to disbursement and not required in Grant Manager
  - Title IV-E Foster Care Reimbursement Program (E)
  - Juvenile Justice Alternative Education Program – Reimbursement (JJAEP (P))
  - Regional Diversion Alternatives Reimbursement (R)

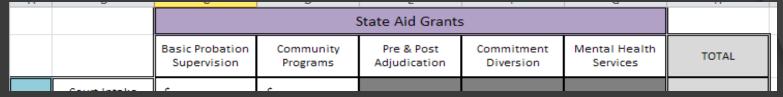
- These grants are "temporary" grants and expenditure reporting is required in Grant Manager; Funded within State Aid (A)
  - Discretionary State Aid (DSA)
  - Supplemental & Emergent Needs (S&E)

## Categories & Definitions



7.1					<u> </u>	•	
		Basic Probation Supervision	Community Programs	Pre & Post Adjudication	Commitment Diversion	Mental Health Services	TOTAL
s	Court Intake	\$ -	\$ -				ş -
	Direct Supervision	\$ -					\$ -
	Youth Services	\$ -	\$ -		\$ -		\$ -
gorie	Mntl. Hlth. Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cate	CommBased Prog. (General)		\$ -		\$ -		\$ -
iture	CommBased Prog. (Mntl. Hith.)		\$ -		\$ -	\$ -	\$ -
pend	Resid. Prog. & Services			\$ -	\$ -	\$ -	\$ -
et/Ex	Post-Adj. (Non- Secure)			\$ -	\$ -		\$ -
Budget/Expenditure Categories	Post-Adj. (Secure)			\$ -	\$ -		\$ -
	Detention/ Pre- Adj.			\$ -			\$ -
	Resid. Mntl. Hlth. Placement			\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

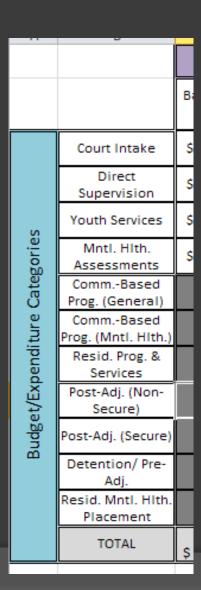
## Strategic / Funding Categories



- Basic Probation Services (BPS)
- Community Programs (CP)
- Pre & Post Adjudication (PPA)
- Commitment Diversion (CD)
- Mental Health (MHS)

Flexible Funds

## Budget / Expenditure Categories



- Court Intake (CI)
- Direct Supervision (DS)
- Youth Services (YS)
- MH Assessments (MHA)
- Comm-Based Program (General) (CBPG)
- Comm-Based Program (MH) (CBPMH)

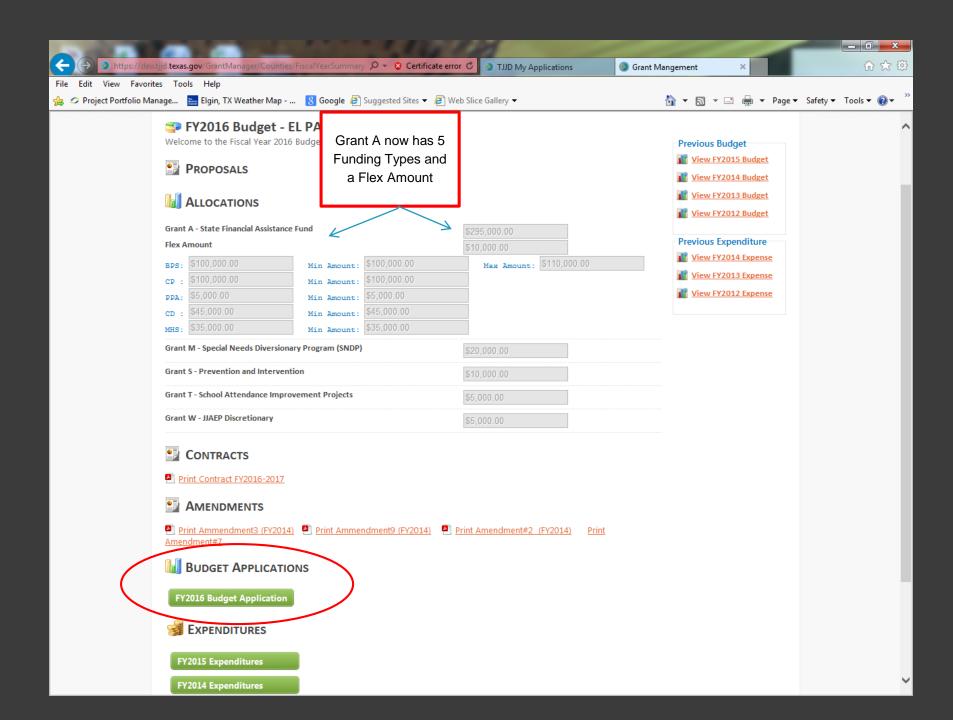
- Residential Programs & Svcs (RP)
- Post-Adj (Non-Secure) (PANS)
- Post-Adj (Secure) (PAS)
- Detention/Pre-Adj (DPA)
- Residential MH Placement (RMHP)

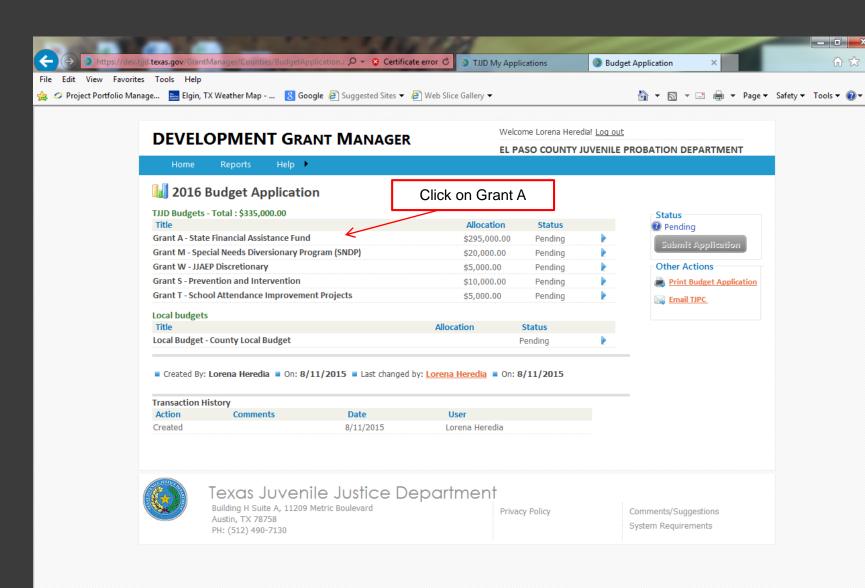
## Budget / Expenditure SUB-categories

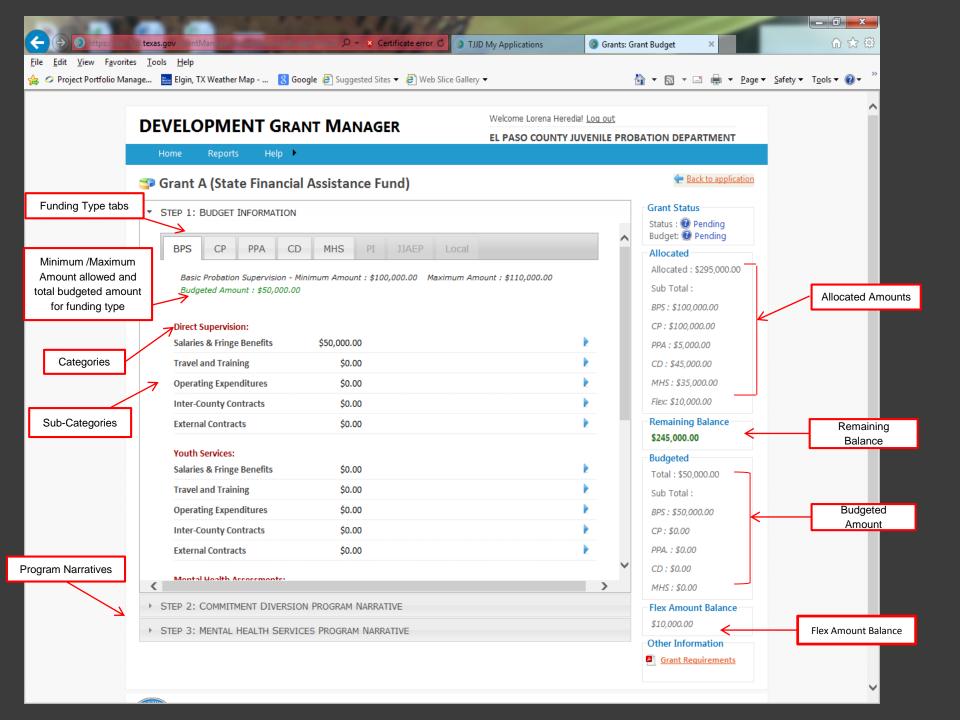
- Salaries & Fringe
- Travel & Training
- Operating Expenditures
- Inter-County Contracts
  - Between your county and another
- External Contracts
  - All private providers regardless of location

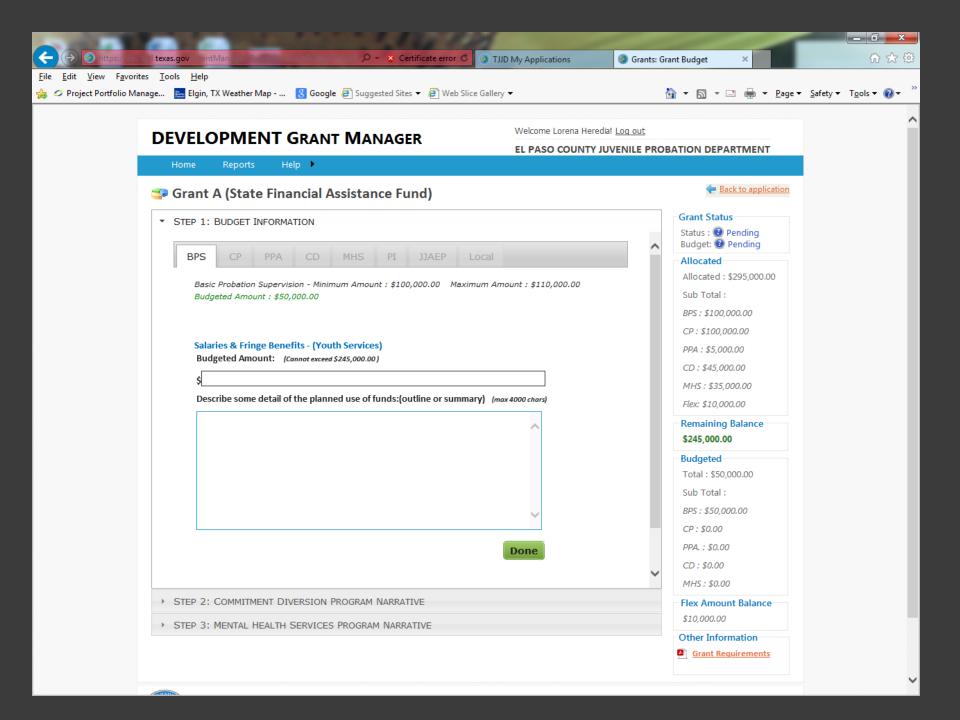
## Grant Manager: Budgets

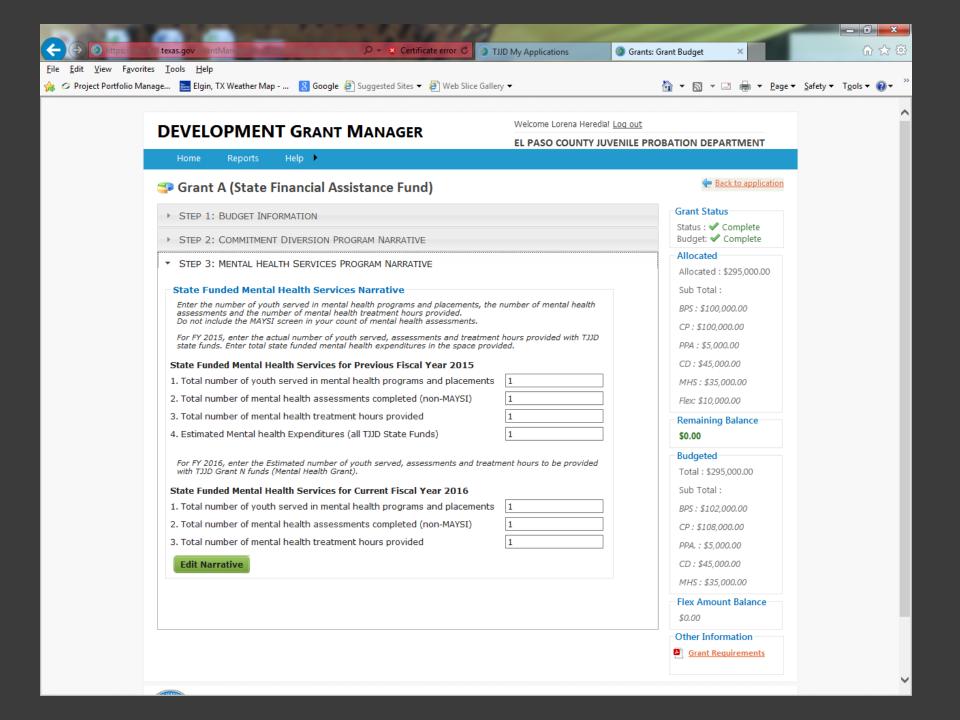






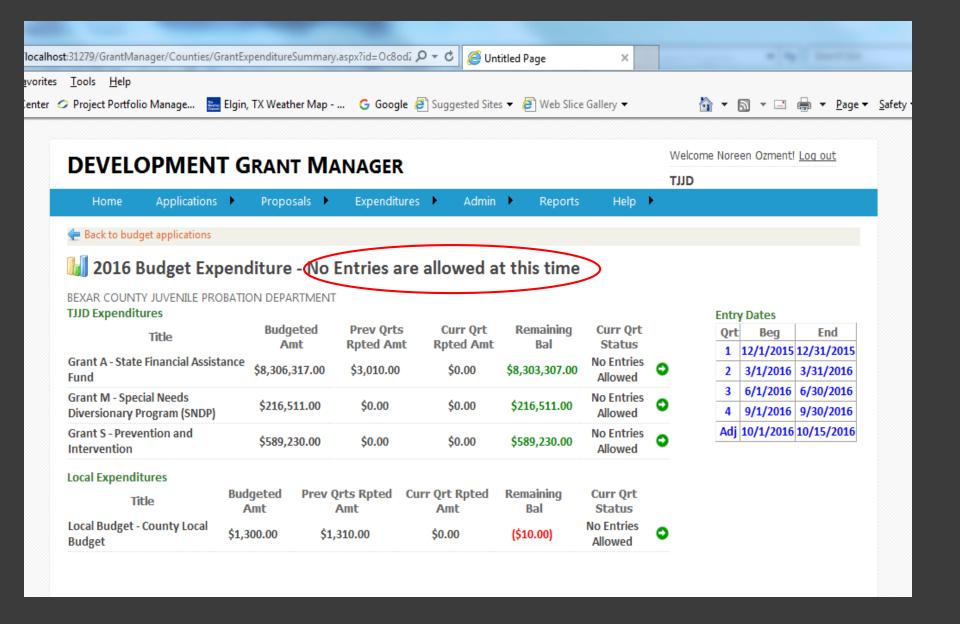




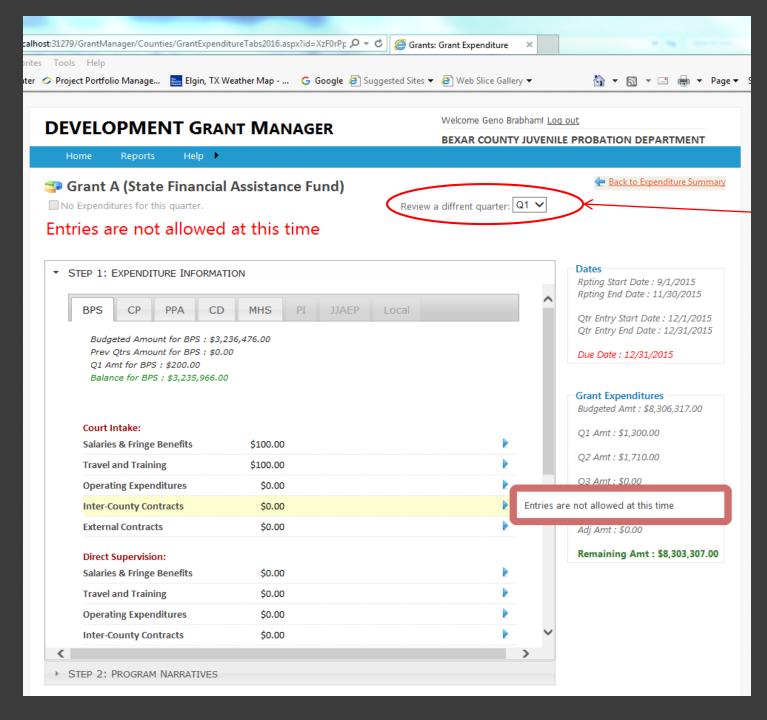


## Grant Manager: Expenditures

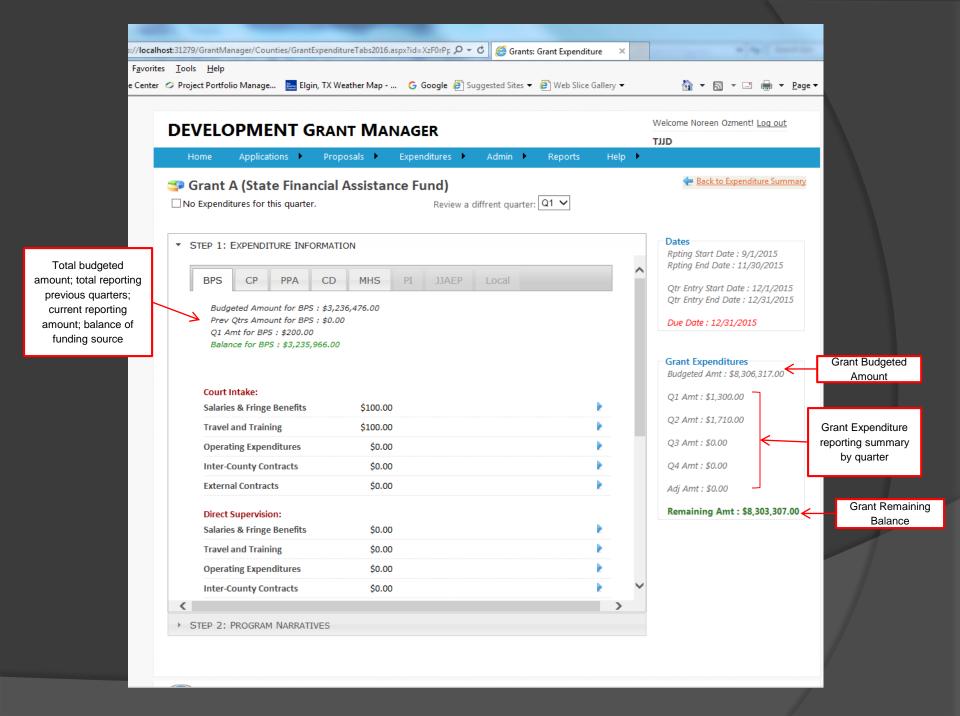


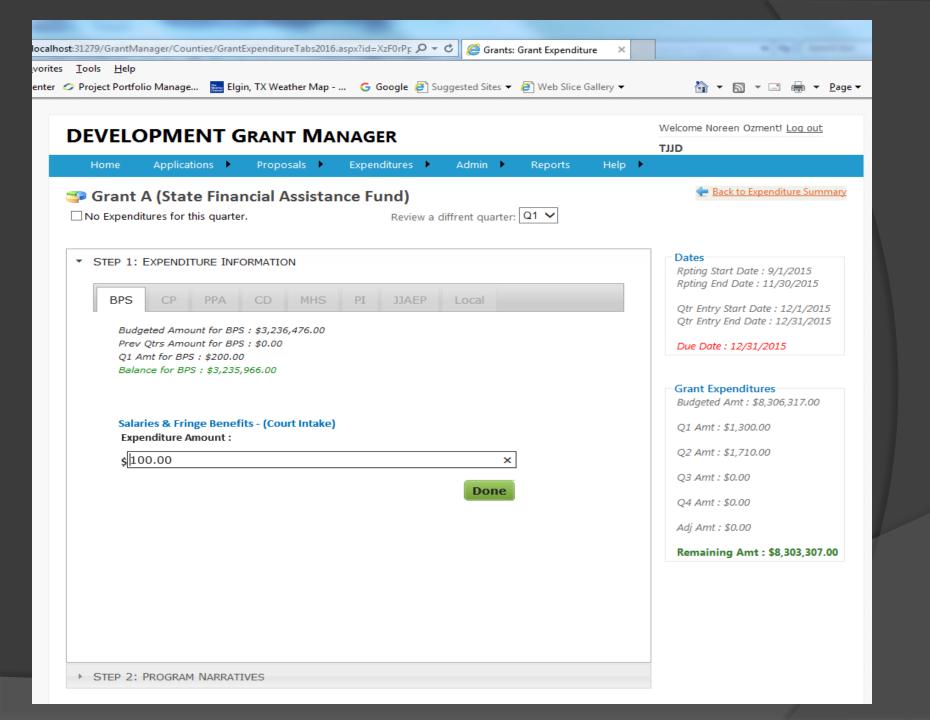


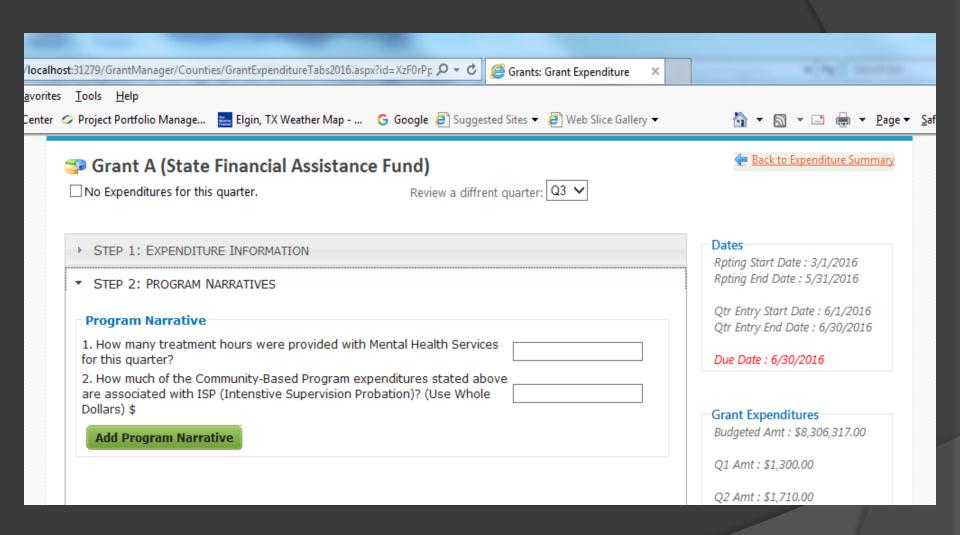
- 1. Outside of Entry Dates
- 2. Budget has not been submitted



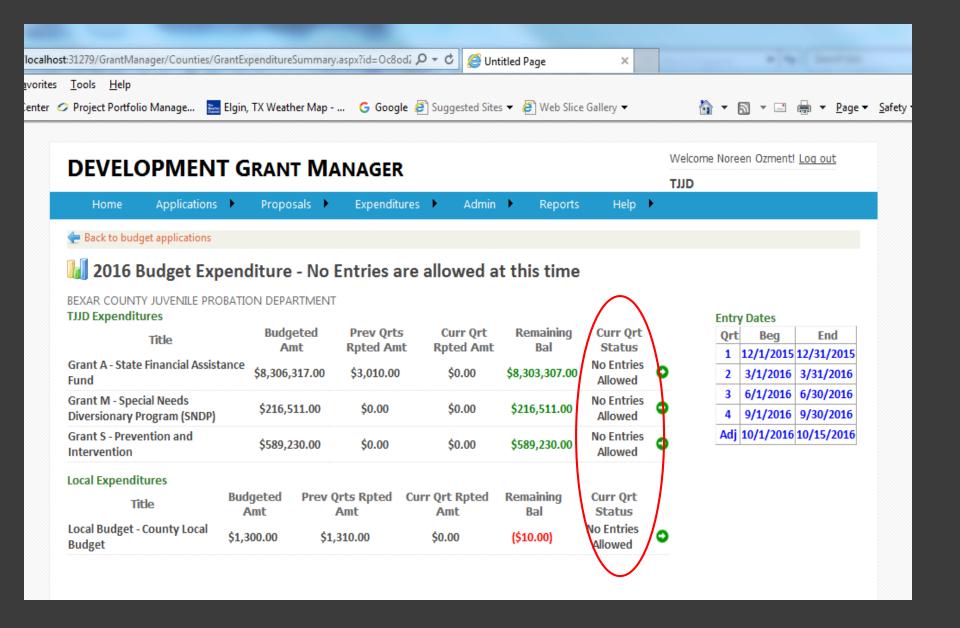
You may review any quarter at any time by selecting the quarter from the drop-down box







Use Whole numbers; no decimals



Current Qrt Status: In progress = within the entry dates, each time you click "done," it is saving your work; no submit button

## Reports

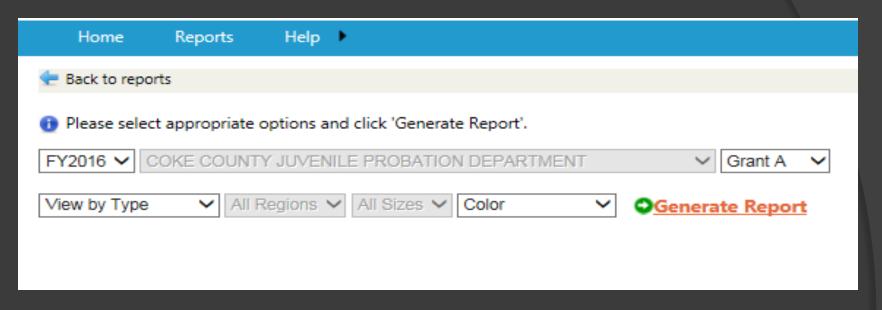


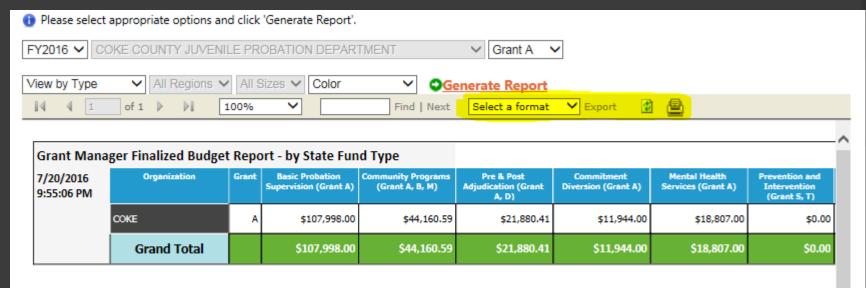


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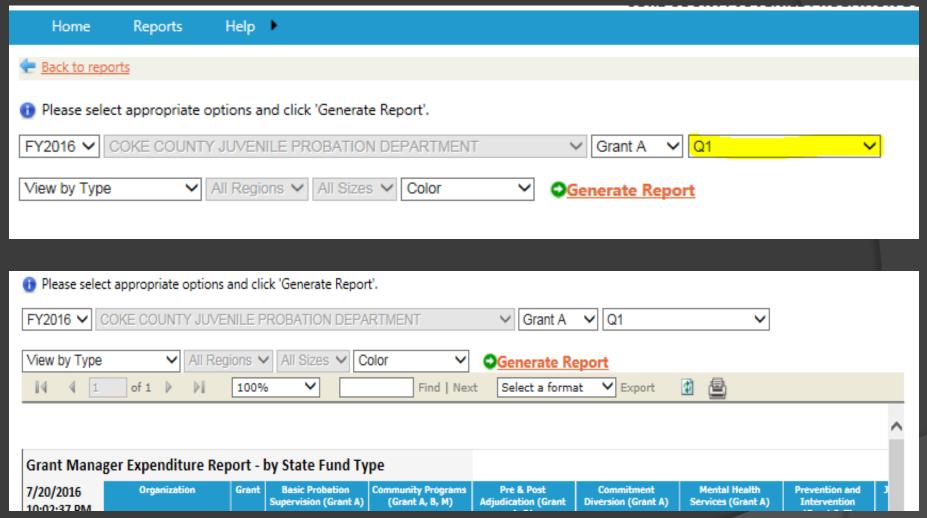
Home F	Reports Help			
Grant M	anager Reports			
Report	Description			
Budget Reports Amounts by Funding Type		pe, Category, and Detail of all the budgets that have been finalized		
FPS report	Facilities, Programs and Service	es Expenditure Report	<b>P</b>	
Archive I	Reports			
Keport		Description		
Report Grant C Archive Re	eport Generator	Description Grant C Archive Report Generator	•	
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#### **Budget Report**





#### **Expenditure Report**



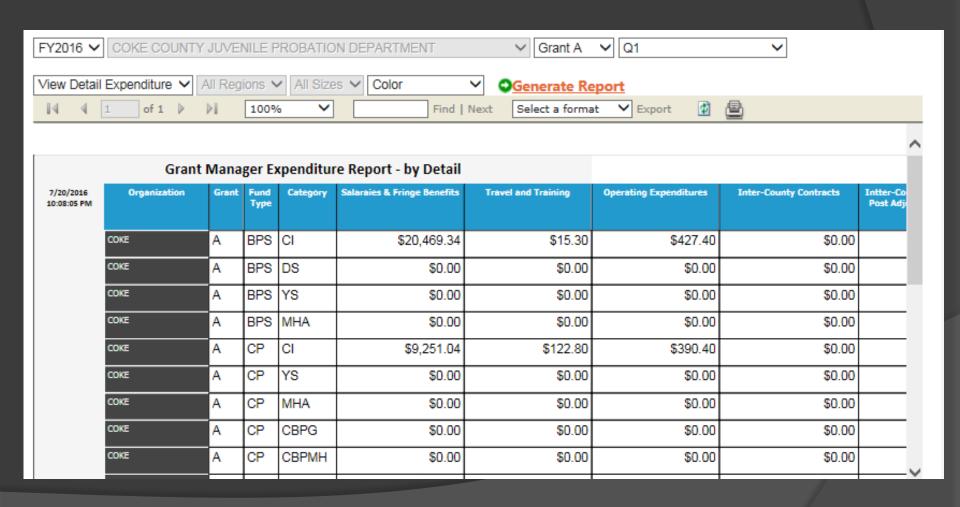
## View by Type: Summarizes by Funding Category

Grant Mana	ger Expenditure Rep	ort - l	by State Fund Ty	pe				
7/20/2016 10:02:37 PM	Organization	Grant	Basic Probation Supervision (Grant A)	Community Programs (Grant A, B, M)	Pre & Post Adjudication (Grant A, D)	Commitment Diversion (Grant A)	Mental Health Services (Grant A)	Prevention and Intervention (Grant S, T)
	COKE	Α	\$20,912.04	\$9,907.83	\$14,590.00	\$0.00	\$2,390.05	\$0.00
	Grand Total		\$20,912.04	\$9,907.83	\$14,590.00	\$0.00	\$2,390.05	\$0.00

## View by Category: Summarizes by Funding and Budget Category



## View Detail Expenditure: Summarizes by Funding, Budget, and Sub-Categories



## Good-to-Know



## Updates

- Grant Manager
  - Contracts / Budget
- Budget / Expenditure Tool

- Future
  - Budget Adjustment Form
  - Budget vs Expenditure Tool

## Good To Know / Reminders

- Grant Disbursements:
  - Budget approved and fully executed Contract is received
  - Payment schedule
    - Sept: 2/12
    - Oct July: 1/12
  - Confirmation of need of last two payments / deobligation
    - May
  - Disbursement breakdown available on our website; updated monthly
- Certification of Local CHIEF ONLY
- TJJD provided email

## Good to Know / Reminders: Expenditure Reporting

- Q1: Dec 1- Jan 15
- Q2: Mar 1-31
- Q3: Jun 1-30
- Q4: Sep 1-30
- Q4 (EOY) Adj: Oct 1-15
- Refunds: Nov 1
- Cert of Local: Feb 28 (avail. in GM Dec 1)
- Indp. Audit: Mar 1
- EOY Reports: Oct 1

- Adjustment Periods
  - Q1, Q2, Q3 NONE
    - Any adjustments for these quarters should be "netted out" in the following reporting period
  - Q4 (EOY) 15 days (October 1-15)
  - Missed reporting will be considered unexpended funds

### Reference Forms

- Category Definitions
- Matrix
- "Good to Know" information
- County FAQs
- Disbursement Information on TJJD website
- Level of Care Rates
- Funds Withholding Policy
- Grant ManagerInformation/Screen shots





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